

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
FACILITY SPECIFICATIONS
AND
PROPOSAL FORM

for the

Department of Social Services,
Division of Family Services
Montgomery County
Montgomery City, Missouri

RFP No. 07001473

This document constitutes a Request for Proposal (RFP) including prices from qualified individuals and organizations to furnish 3,968 net rentable square feet of leased office space located within the city limits of Montgomery City, Missouri.

A pre-bid conference regarding this bid will be held on September 10, 2003, at 10:30 a.m. at the Department of Social Services office, 310 North Salisbury, Montgomery City, Missouri. Attendance at this conference is highly recommended for those who wish to submit a bid. Bidders should bring a copy of the specifications as this will be used as the agenda.

Bidders are strongly encouraged to advise the Division of Facilities Management at least **five** days prior to a scheduled bid opening or conference of any special accommodations needed for disabled persons who will be attending the opening or conference so accommodations can be made.

All questions regarding this Request for Proposal must be directed to:
Randall Jenkins, State Leasing Coordinator
Division of Facilities Management, Facility Leasing Section
Telephone # (573) 522-4399
Facsimile # (573) 526-4138

All Proposals must be received no later than 1:30 p.m. on Wednesday, October 22, 2003.

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BID PACKAGE FOR THE STATE OF MISSOURI

ATTACHMENTS

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ATTACHMENT A

SUMMARY OF CRITICAL INFORMATION

1. Location: Located within the city limits of Montgomery City, Missouri

2. Square Footage Required: 3,968
3. Bid Opening Date: October 22, 2003
4. Bid Surety Amount: \$ 2,000.00 Effective Date: October 22, 2003 to January 22, 2004
5. Performance Surety Amount: \$ 4,000.00
6. Target Date for Completion: June 15, 2004 Target Date for Occupancy: July 1, 2004
7. Term of Lease: Five years
8. Number of Employees: 16
9. Total Number of Parking Spaces: 27 Number of Accessible Spaces: 2
10. Staff Restrooms: Male 1 Female 1 Unisex
11. Public Restrooms: Male Female Unisex 1
12. Number of Hi/Lo Water Coolers: 2
13. Number of Workstations: 28
14. AMP/BTU Data Requirements:

<u>SPACE</u>	<u>EQUIPMENT TYPE</u>	<u>NUMBER</u>	<u>AMPS</u>	<u>BTUs/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTUs/HR</u>
Data/Telecom	Controller/Modem					
Office	Terminals/Printer					

See Attachment C

15. Growth will be built out as open area.
16. The Tenant agency will not install systems furniture.
17. Description of Program's use of Space: Hours 8 a.m. to 5 p.m.
 Number of Clients 50 Peak Periods of Traffic 10 a.m. to 2 p.m.
 Brief Description To provide services to clients for Department of Social Services

RFP No. 07001473

ATTACHMENT B

ATTACHMENT C

ADDITIONAL SPECIFICATIONS FOR OFFICE SPACE

DEPARTMENT OF SOCIAL SERVICES

DIVISION OF FAMILY SERVICES

- C-1. BABY CHANGING STATIONS: Baby changing stations must be installed in public restrooms. (Ref. G-2.10)
- C-2. A wall mounted shelf 30" X 18" or bracket and a duplex outlet for a TV/VCR must be installed in the reception area(s) and conference room(s). The shelf or bracket should be at a height of 64" and the duplex outlet at a height of 72". (Ref. G-3.4)
- C-3. INTERVIEW ROOM: A counter should be installed in all interview booth(s). The counter height must be 31" high and have a computer keyboard pullout under the counter on the staff side. Floor to ceiling walls should be installed between the interview booths. (Ref. G-3)
- C-4. RECEPTION AREA
 - C-4.1 Reception window(s) and ledge must be installed between client reception area(s) and clerical area(s).
 - C-4.2 The receptionist should be isolated from the clientele with a solid core door and a keyless lock.
 - C-4.3 The solid core door should be electronically operated and controlled by the receptionist.
 - C-4.4 The reception window and ledge should measure 48" wide X 36" high and 36" high from finished floor. The window should be clear 1/4" laminated glass with a 3" speak-hole and a 3" X 14" gap between ledge and glass. The ledge should be a 16"D high-pressure laminate shelf mounted 36" from finished floor to tip of counter.
- C-5. The playroom walls must be protected with carpeting up to a height of 48" and be located within the immediate area of the reception area. The playroom must not contain any electrical outlets for safety reasons. (Ref. G-3)
- C-6. DATA/TELECOMMUNICATIONS REQUIREMENTS (Ref. G-5)
 - C-6.1 Electrical: To accommodate data, the Lessor must provide two dedicated, non-switched, grounded 120V AC circuit(s) with one duplex receptacle on each circuit. One of the receptacles must be a NEMA L-5-15R (locking) receptacle. To accommodate telecommunications, the Lessor must provide two dedicated, non-switched, grounded 120V AC circuit(s) with two duplex outlet(s) on each circuit.
 - C-6.2 Raceways: The Lessor must prepare the facility to accommodate the installation of communications wiring to all workstations and/or work areas by utilizing enclosed raceways. Accessibility for wiring may be attained by conduit through the walls, conduit or raceway through finished (Sheetrock) ceilings, space above suspended ceilings, raised flooring equivalent to Walker Duct, or false columns. The communications raceway must be sized for a minimum of .18 square inch per workstation in the floor duct or raceway. A minimum 3/4" conduit will be required to accommodate the wiring to each workstation and to a 2" X 4" box at the workstation. A single conduit and box will facilitate both data and telecommunications cable/wire. (Ref. G-5)
 - C-6.3 Each workstation requires one data/telecommunications (d/t) box with conduit and one dedicated electrical duplex receptacle. In addition, conference room(s), interview room(s), interview booth(s), storage room(s), family visitation room(s), observation room(s), team meeting room(s), hearing room(s), each docking station and the one-stop room is designated as a workstation. All printer locations require a dedicated electrical receptacle as well as 2" X 4" d/t box with conduit, while copiers, shredders and postage machines require a

dedicated electrical receptacle only. Fax machines require a general electrical receptacle and a 2" X 4" d/t box with conduit. (Ref. G-5)

C-6.4 The Lessor is not responsible for the d/t cable/wire nor the required connector and cover. The Lessor must provide covers for any unused d/t boxes. The agency will contract to have the cable/wire pulled and provide the termination hardware.

C-6.5 Electrical Power Requirements

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>AMPS</u>	<u>BTU/HR</u>	<u>DESIGNATED ELECTRIC</u>	<u>MAXIMUM PER #20 AMP CIRCUIT</u>
Computers	28	3	34,384	Yes	4
Printers	7	4.7	13,468	Yes	2
Copiers	4	12	19,640	Yes	1
Shredder	1	12	4,910	Yes	1
Postage Equipment	1	10	4,092	Yes	1
Fax Machines	1	5	205	No	1

Total Workstations = 28 (growth included)

Total Printers and Faxes = 8

Total 2" X 4" Data/Telecommunications Boxes = 36

C-6.6 Amp/Btu Data/Telecommunications Room Requirements

<u>EQUIPMENT TYPE</u>	<u>NO</u>	<u>AMPS</u>	<u>BTU/HR</u>	<u>TOTAL AMPS</u>	<u>TOTAL BTU/HR</u>
Controller	1	5.5	2,250	5.5	2,250
Modem/Data	1	20	1,474	3.6	1,474
Router/Server	3	20	2,343	20.2	7,029
DAP/HUB	1	1.6	655	1.6	655
Telephone System	2	2.5	500	5.0	1,000

• C-7. EMPLOYEE ENTRANCE: A lighted separate employee entrance must be located to the rear or side of the facility away from the public entrance. A covered entry (approximately 6' X 6') for the employee must be provided. A keyless lock (Simplex L1000 or equivalent) with panic hardware and lock guard and closer must be installed on the staff entrance, along with a viewing device.

C-8. SOLID CORE DOORS WITH METAL FRAMES AT CLIENT-TO-WORKER ACCESS (i.e. interview/observation areas, conference rooms, reception areas) must be equipped with keyless locks (Simplex L1000 or equivalent), lock guards and closers.

• C-9. POWER-ASSISTED DOORS must be provided for both doors of an airlock set on one leaf of each pair of doors in an airlock set at the main entry. Power-assisted door(s) must comply with ANSI BHMA A.156.19-1984. Such doors shall not open to back-check faster than three seconds and shall require no more than 15 LBF (66.6N) to stop door movement.

C-10. TRANSPARENT MIRROR: A 3' X 4' transparent mirror with a mini-blind on the observation side must be provided between the observation room and the family visitation/therapy room.

• C-11. STORAGE ROOM: All storage rooms must have three tiers of adjustable shelving along two walls. Storage shelves must be between 12" deep and 24" deep, as required. All shelving must support 50 pounds per linear foot.

• C-12. HVAC: A separate exhaust fan is also required for each of the following rooms: private interview rooms, conference rooms, interview booth room, hearing rooms, family rooms, reception areas and team meeting rooms. The exhaust fan(s) must be remotely located and may be a central system.

• C-13. INSULATION: Sound insulation, 3-1/2" fiberglass batting, must be provided within all side walls and the ceiling above for the following: hearing rooms, one-stop rooms, interview rooms and family visitation rooms.

C-14. ONE-TIME PAYMENTS: • Denotes all items to be priced separately as a one-time payment. All bid proposals must include the separate pricing as shown on Attachment D, Section 1.5. Consideration of the cost of the one-time payment(s) will be evaluated during the subjective review of the bid proposals. It will be at the sole discretion of the State of Missouri to proceed with the one-time payment(s) based on programmatic needs, availability of funds and reasonable costs.